

<p style="text-align: center;">SEPTEMBER 13, 2001, ELA TOWNSHIP BOARD MEETING</p>
--

The Ela Township Board met on Thursday 13, 2001 at the Ela Township Senior Center located at the Foglia YMCA at 7:00pm. The following business was transacted during the regular scheduled Township Board Meeting.

Supervisor Tinerella called the meeting to order at 7:44pm and we had a moment of silence to honor our fallen comrades from New York and the Pentagon and than led those in attendance in the Pledge of Allegiance

3.0 Roll Call:

Present: Supervisor Tinerella and Clerk Prouty, Trustees Black, Burch, Knudtson and Sullivan.

Other Elected Officials:

Highway Commissioner Kruckenberg and Assessor Hoffman.

Others in attendance: Sue Neuschel (Senior Director), Highway employee Tod Holland and wife Patty, Kevin Amft, Tim Burch, Judy Burch, Barb Evans (Ela Festival of Arts & Start), and Rhonda Kruckenberg. Representing Omni Harry Wells, Maggie Dunne, Jennie Grimes, John Conway, Michael Daly, Sean Hoyer, Shoji Boldt, Kirsten Bjork, Phil Carona, Mike Carlino

4.0 Approval of Minutes 8/9/01 and 8/20/01.

Deferred until October Meeting.

4. a Meeting Minutes (format/content/ timing)

FORM AND CONTENTS OF MINUTES: (Taken from the Clerks Handbook)

1. The date times and places of meeting.
2. The members of the public body recorded as either present or absent.
3. A summary of discussion on all matters proposed, deliberated or decided, and records of all votes taken.

Discussion: Trustee Black would like a quick sentence or two- main thing is to have the motion (exactly as stated) and that the votes are accurate. Trustee Sullivan suggested having the Highway Commissioner, Assessor, and Senior Director type up a report and give it to the Board ahead of time and than ask if anyone has any questions about the reports. Trustee Knudtson wants the

Clerk writing the minutes as an unbiased voting member of the Board and developing a system of getting the motions down verbatim. Trustee Black wants any changes to be made when the Board is all together- and is in agreement.

Motions with in a week and rough draft in two week.

5.0 Re: Public Behavior at Open Town Board Meetings.

It is the obligation of this board to provide an arena where the public can witness township business as it happens. We wish to continue having meetings where all present are comfortable, safe and involved. Common social courtesy is expected from all so that men, women and children of all ages can feel safe here. Public comment will be a permanent agenda item.

Comments during this segment of the meeting must be in keeping with common public behavior codes. Stand, identify yourself and say what is on your mind. No profanity, threatening behavior Or disruptive conduct will be tolerated at any time during the meeting. Violators will be asked to leave. Public comment at other times during the meeting must be recognized by a board member, time permitting

6.0. Treasure's Report & Approval of Expenditures 8/10/01-9/12/01

General Town Fund:	\$82,006.26
General Assistance Fund:	\$1,842.31
General Road Fund:	\$6,773.35
Permanent Road Fund:	\$25,390.45
Park Maintenance Fund:	\$13,589.17

Total	\$129,601.50
--------------	---------------------

Complete approval of all expenditures except Natural Environments (the Board is questioning this month charge, as it could be a double billing). The Board refuses reimbursement to Supervisor Tinerella for UN-authorized purchase of signs for \$113.60.

6. a Establish Disbursement Policy Statement:

1. Trustee Black's Motion stated: All Ela Township's Supervisor expenditures above \$500.00, except for emergencies and routine expenses (such as payroll and utility bills for example) require Board approval. In the event of an emergency expenditure. Supervisor shall contact and obtain approval from at least one other Board member. Reimbursements to the Ela Township may be sought for unauthorized or unapproved disbursement. (A list of all the checks that the Supervisor has written should be provided in the Trustees packets, showing the amount and to whom the check was made out to.) Seconded by Trustee Knudtson. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella voted aye and the motion carried.

2. Trustee Black's Motion stated: Itemized list of all expenses for which the Supervisor claims reimbursement with a copy of the actual bill shall be provided in the Trustee's packets. Seconded by Trustee Sullivan. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor. Tinerella all voted aye and the motion carried.

3. Trustee Black's Motion stated: "Supervisor's Report" of the Supervisor's activities shall be provided in the Trustee's packets. Seconded by Trustee Burch. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

4. Trustee Black's Motion stated: Supervisor shall not enter into any agreements or disburse money without Board approval. Seconded by Trustee Knudtson. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

5. Trustee Black's Motion stated: When the Ela Township Board approves a Motion that is what the Supervisor, shall administer, the Supervisor shall make no alteration. Trustee Knudtson seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all Voted aye and the motion carried

6. Trustee Black's Motion stated: When discussing Ela Township business the Supervisor shall exercise care to distinguish those matters that have been actually discussed and/or approved by the Board and matters that are merely the Supervisor's view. Trustee Knudtson seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the Motion carried.

7. No Motion was made. The Board would like each person's name and how they voted and Shall be recorded in the minutes when roll call votes are taken. This was duly noted.

8. Trustee Knudtson's Motion stated: All documents distributed to the Board shall include Title, Date, and Signature of Author. Trustee Black seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

6. b Formalize Billing Procedure for Highway cost allocated to other functional areas (i.e., parks and Bus washing)

Supervisor Tinerella's motion: Whenever the Highway Department does work in the Parks, Bus Systems or any other group the Supervisor and Highway Department will get together and will charge all material and labor at an average labor rate fully burden to the appropriate fund. Trustee Sullivan seconded. Roll Call: Trustees Black, Burch, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

7. Functional Area Reports

7. a Supervisor Report

Bus System (staffing maintenance., signage)

Senior Programs (event reporting. Happy Holiday Dinner Dance, & Alice in Wonderland)

Trustee Knudtson would prefer to see the Senior Director's original report to the Township as to limit the amount of errors that could be involved in transferring data.

Happy Holiday Dinner Dance:

Sue Neuschel (Senior Director) has St. Francis's hall and the band hired for the Dinner Dance on December 7th at 6:00pm. Sue will be working on procuring the dinner and prizes.

Alice in Wonderland Intergenerational Senior Outing

Trustee Sullivan's Motion stated: Ela Township General Town Fund would pay \$900.00 for 150 tickets (\$1200.00 if transportation was needed) to the Marriott to see Alice in Wonderland on December 28th 10:30 for a community event. Ela Township residents would then be able to purchase a ticket (up to 5) for \$ 1.00 and 1 canned goods and the \$1.00 would be use to offset the price of refreshments and the canned goods would go to St. Francis food pantry. This event would be promoted in the Township Newsletter and in the "55 Plus." Trustee Black seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried. This would be co-chaired by Trustee Burch and Sue Neuschel our Senior Director

Parks (Knigge: finishing parking lot, Knox Park: picnic tables, trash cans, storage building maintenance) **Knigge Park**

All-star will be stripping Knigge parking lot. Highway Commissioner has the signs for entering and exiting and for Handicap parking. He also has 15mph caution sign outside Park Entrance.

Ela Township Park

Trustee Black noted the Lion's Club had expressed concern about the Township installing new swings in Ela Park because they might compete against the rides and create further tightness in this area during their annual Alpine Fest.

Trustee Burch's Motion stated: To divert the swings from Ela Township Park to Knigge Soccer Park and to have the Highway Department find a suitable area for the Board to review and then find someone to install the Swings. Trustee Black seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

Knox Park

Flames are building 12 picnic tables based on the \$2000.00 budget (originally the Flames thought it would only be enough money for 8.) Have trashcans but no lids as they would blow away or be stolen. 12 can at a cost of \$182.00 a piece.

Trustee Sullivan's Motion stated: To have Supervisor Tinerella appoint Highway Commissioner Bill Kruckenberg to the Storm water Management Commission as her representative (and he accepted). Trustee Black seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

7. b Highway Commissioner's Report:

Gave the Board some forms and explained the numbers on them. He has completed 88 projects of the 90 he has taken on for the summer.

He is also applying for a grant from the Stormwater Management to design a culvert plan for Anna Court which will cost about \$1500.00 in engineer fees. This will go in front of the Board in December. Did a first time man hole study and he explained what that entailed.

If the Highway Department will be cutting the Parks next year would like to be trying out Demo Tractors this year. Picking up the trash in the parks now takes about 1 Vi hour. Trustee Burch suggested using bigger dumpsters from a two-yard to a six-yard would limit the amount of trash lying around when the teams are all playing.

7. c Assessor's Report

No report at this time.

8. Capital Improvement Project:

8. a Ela Historical Society- remodeling of 95 East Main Street:

Trustee Burch had the revised drawing of Ela Town Hall showing the walls, which are to be removed, and the electrical lay out. Supervisor Tinerella obtained a preliminary proposal from Professional Home Improvements- plan on getting a revised proposal from him and one other to complete the construction work. Will be replacing the 13 light fixtures with 12. Will be using WWX bulbs. They cost about \$1.00 more but the red element in the lens puts color back in your skin.

8b. Tim Burch - Eagle-Cabinet Project Presentation

Tim Burch presented his plans for his project, which included a model of the cabinets he would be installing. He would be getting volunteers from his Scout Troop to help remove the old carpet and to paint the walls. Hopes to start the carpet removal on September 22nd. The Board approved \$3500.00 for this project and without any donations he is already at \$2400.00 but he is sure that with donations he should be down at about \$1000.00. That would leave about \$2500.00. Professional Home Services revised price was \$7000.00 but that included carpeting and without it we should be at about \$5000.00.

8. c Wall/ Material Storage- Knigge Park/Highway/Bus Complex

Bids packets on out on the wall and will be opening them on the 25th. And than awarding the job to the lowest qualified bidder. The plans are in Lake County now and as soon as we get the okay we will need two checks- one for the building permit and the other is to site management building department

8. d Bus Garage- bushes

8. e Knigge Park- trees

Trustee Black's Motion stated: For Trustee Burch to find an Eagle Scout to work up a plan to dress up the front of the Highway and Bus Garages and to look into shade trees for around the Soccer Field. Supervisor Tinerella seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried

8. f Property survey for downtown properties

Clerk Prouty found an incredibly old Survey of the Ela Township's Town property. This will be needed for an updated survey before we alter the building by removing the obsolete outside

unused bathrooms. Need the survey to distinguish where the lots lines are before undertaking this project.

9. Agenda Items for September 23rd Special Meeting

9. a Establish Sub-committees for Legal Work

To eliminate such long drawn out meetings the Board has decided to form committees for some of our important evaluation of Lawyers and C.P.A.'S

Supervisor Tinerella's Motion stated: Trustee Black to establish a committee to evaluate Legal Firms. Trustee Burch seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

Trustee Black's Motion stated: For Trustee Sullivan to establish a committee to evaluate C.P.A.s. Trustee Burch seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

9. b 6 month stub audit- CPA Review

Trustee Burch's Motion stated: To have Bark (C.P.A.) do the stub audit for Ela Township. Trustee Black seconded. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella voted aye and the motion carried.

9. c Internal Controls- Policies and Procedures

9. d Board Communications

9. e Monthly Reporting

10. Community Events

10. a Ela Festival of Arts

Barb Evans had a few numbers on the attendance but would have the update count later. The Board was concerned about the Ela Township coupons. There were about 500 coupons submitted. Barb Evans was a little upset about the questions being asked "she was tire of being put under a microscope and she definitely would not be doing this thankless job anymore -. Six years is enough. Numerous villages and Townships would be begging to have Ela Festival of Arts in their communities."

10 b. Ryan York's Memorial at Knigge Park

Trustee Burch Motion stated: To approve the plan as presented (with exception of not using the stepping-stones and having a more secure bench.) Concrete Works will install a small area around the bench so it can't be easily moved and using a tree that is already at the park) The concrete, bench and all landscaping will be provided by the soccer organization, Brickman and

Concrete Works at no cost to the Township. Seconded by Trustee Black. Roll Call: Trustees Black, Burch, Knudtson, Sullivan and Supervisor Tinerella all voted aye and the motion carried.

11 Social Agency Funding Requests

11. a Funding Contracts & Follow- up Policy/Procedures

11. b Antioch Township- Donation Survey

11. c. Omni Youth Services \$ 132,500

Harry Wells, Omni Youth director invited the Board to an Open House at the Buffalo Grove Offices on Oct. 11 between 5pm to 6:30pm. He encourages the Board to come and ask questions and look around. Trustee Knudtson agrees that Omni is a very valuable youth mentor but needs to put things into prospective. Details of the office use lease and sub-contract agreement. Where do you get your staff? Information on the Inter -governmental agreement and on the youth funds. Trustee Black concern was nobody in the office when she would stop in. The Board would like to see Omni working with the younger school children. Start with ages 11 and under.

11. d Safe Place \$8500.00

11. e Hospice of Northeastern IL: - \$2,600.00

Trustee Knudtson's Motion stated: To defer Safe Place and Hospice funding to the October Meeting and to be sure to notify them so they can have a representative present. Seconded by Trustee Black. Roll Call: Trustees Black, Burch, Knudtson, and Supervisor Tinerella all voted aye and the motion carried.

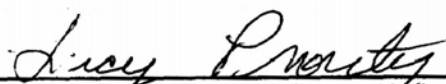
Three Turkeys (14 to 15 lbs.) for St Peter's Church to cook for Thanksgiving for P.A.D.S.

Representatives of St. Peters Church and P.A.D.S. came to the Township to ask if they were still going to supply the turkeys for P.A.D.S. as they had done in the past. The turkeys were donated by the Township and than the good ladies at St. Peters would cook them for Thanksgiving dinner for the homeless.

Trustee Black's Motion stated: To purchase three Turkeys 14 to 15 lbs. for PADS. Seconded by Trustee Burch. Roll Call: Trustees Black, Burch, Knudtson and Supervisor Tinerella all voted aye and the motion carried. Trustee Sullivan absent as he had left the meeting at 11:17.

At 11:44 Supervisor Tinerella made a motion to go into executive session. Seconded by Trustee Black.

At 12:03am Trustee Black made a motion to adjourn. Seconded by Trustee Knudtson. Roll Call: Trustees Black, Burch, Knudtson and Supervisor Tinerella all voted aye and the motion carried. Trustee Sullivan absent.



Lucy Prouty Ela Town Clerk